

PHD NSW/INDUSTRY PARTNERSHIP COUNCIL CHARTER

(Revised 04 June 1996)

PURPOSE: The purpose of the Port Hueneme Division, Naval Surface Warfare Center (PHD NSW)/Industry Partnership Council is to provide for effective avenues of communication, cooperation, and consultation between PHD NSW and private industry in order to improve the productivity of PHD NSW required contracts and the quality of the end product for the mutual benefits of government and industry. This Council shall explore and develop methods of quality/productivity improvement; foster a spirit of cooperation; and provide a forum to share new ideas and initiatives. It is not the purpose of the Council to discuss specific contractual actions or particular future Navy procurements, nor to provide a consensus to influence and change applicable regulations, statutes and policies. However, government/industry feedback and comments on new processes or ideas are encouraged.

ORGANIZATION: The Council shall consist of a General Council and an Executive Committee. Participation in the Council shall be at each firm's discretion and expenses.

MEMBERSHIP

General Council: Open to all PHD NSW personnel and all firms wishing to participate. Announcement of meetings will be made by advertising in the Commerce Business Daily and/or other appropriate means to assure that all interested firms have a reasonable opportunity to be aware and to participate.

Executive Council: Membership shall consist of 14 members, 7 permanent members from government and 7 members representing private firms. A private firm shall have only one representative with a term on the Executive Committee. For purposes of this charter, the private firm shall include all divisions and units of the corporate entity.

Government Membership: PHD NSW permanent membership shall include the Executive Director, Director for Engineering, Director for Logistics, Acquisition Department Manager, Associate Executive Director for Quality Management, Military Representative, and Small Business Advocate.

Industry Membership: A majority of member firms shall hold active contracts with PHD NSW at the time of election. At least one member firm shall not have an active contract with PHD NSW at the time of election. If a firm not having an active contract with PHD NSW is not elected, then that position on the Executive committee shall remain vacant until such time as election of a non-contract holding firm occurs. Four industry representatives will be selected biennially and three will be selected on then alternate biennial years. Selection to be made from volunteer firms. The firms receiving the most votes during the election process will be selected for the available positions on the Executive Committee. The firms selected shall nominate a representative to the Executive Committee.

MEETINGS

Executive Committee Meetings shall be held on a quarterly basis, but may be called more frequently by mutual decision of the co-chairpersons. Members of the General Council are welcomed as observers to the Executive Committee meetings. Members should contact their respective co-chairperson for necessary information. The Executive Committee meetings shall be electronically recorded to maintain a permanent record of the proceedings. These records will be available upon request.

RESPONSIBILITIES

The General Council shall:

- Identify new productivity and quality improvement initiatives for review by the Executive Committee.
- Explore and identify ways to improve the goals and objectives of the Council.
- Elect member firms to the Executive Committee.
- Participate in productivity circles or study groups.

The Executive Committee shall:

- Encourage broadest possible participation by government and industry.
- Solicit inputs from General Council membership for suggested areas of improvement.
- Review initiatives identified by the General Council and select the appropriate means to develop those initiatives.
- Establish productivity circles or study groups to study suggested areas and develop recommendations.
- Present final recommendations and seek solutions.
- Prepare agendas and make arrangements for General Council meetings.
- Obtain statistics on implemented recommendations to assess impact.
- Develop the means for keeping Council membership informed and interested
- Elect co-chairpersons of the Executive Committee.